



Communications Officer – Woodlands and Wetlands Trust

The Woodlands and Wetlands Trust has been established to raise funds and support management of two significant nature reserves in Canberra. The vision is that Mulligans Flat and Jerrabomberra Wetlands are managed in partnership between the community, government and the private sector in a way that achieves enhanced ecosystem restoration, and through educational and eco-tourism opportunities, inspires conservation values within the community of the Capital Region.

Under limited direction and as a team member, the Communications Officer will take primary responsibility for:

1. Preparation of media releases, organising photo/launch opportunities and responding to media enquiries including as spokesperson
2. Active management of social media content and moderation, including ensuring processes are in place to respond after hours and on weekends to questions and feedback
3. Building and maintaining relationships with key stakeholders, including the ACT Government, Minister's offices, media, business community, advertising companies and community groups
4. Identifying and acting on promotional, sponsorship and business development opportunities
5. Undertaking marketing activities including development, implementation and review of a public relations strategy in close cooperation with the ACT Government
6. Supporting other team members on joint projects when required
7. Providing secretariat support for some of our fora

Qualifications and Experience

The successful candidate will be part of a small team of people who are the public face of the Woodlands and Wetlands Trust and a primary link between the conservation, research and recovery programs that are fundamental to the Trust's programs and the broader community (in the widest sense). The Communications Officer will be expected to work under general direction and be well-motivated to succeed with limited day-to-day supervision. The person appointed to the position will have skills in writing, stakeholder engagement, public speaking and be able to work with people with a wide range of skills and interests.

Website content management (wordpress) and Social Media skills are essential, as you will be driving our content development and promotion across multiple platforms. Basic design skills are preferable.



Applicants are expected to already be following and sharing Brian the Bettong's adventures.

Send us an EOI

Written applications of no more than two pages in length can be submitted to admin_support@woodlandsandwetlands.org.au by COB Friday 8th April 2015. A one page cover letter and a CV that includes two referees may also be submitted.

A remuneration package will be negotiated with the successful candidate based on their skills and experience. We are unable to reimburse relocation expenses.

Further information the Trust and our activities, reserves and partner-organisations can be found here:

- woodlandsandwetlands.org.au
- jerrabomberrawetlands.org
- mulligansflat.org.au
- bettongs.org
- bettongbungalow.org

For further information please contact Dr Jason Cummings, General Manager on 0428 460 004.

18th March 2016